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Office Memorandum • UNITED STATES GOVERNMENT

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DATE: 10 July 1951

TO : Advisor for Management

FROM : Chief, Administrative Services

SUBJECT: Administrative Services Office T/O

It is requested that the Table of Organization for the Administrative Services Office be revised as follows:

1. REAL ESTATE AND CONSTRUCTION DIVISION

Add:	Civil Engineer	GS-13	<input type="checkbox"/> each	X
	Architect	GS-13	<input type="checkbox"/> each	X
	Real Estate Officer	GS-11	<input type="checkbox"/> each	X

X New Positions

These positions have been informally approved by the Deputy Director (Administration).

2. TRANSPORTATION DIVISIONTravel Branch

Add:	Chief	GS-11	<input type="checkbox"/> each	X
	Transportation Asst.	GS-7	<input type="checkbox"/> each	-
	Transportation Clerk	GS-5	<input type="checkbox"/> each	-

The first position is to be added to provide a slot for the individual who has been serving in that capacity for the past several months. A GS-5 Courier slot is being eliminated to provide for this addition. (See 4 below).

The GS-7 and GS-5 positions were previously requested in my memorandum of 9 March 1951, but were not approved at that time. Authority to recruit personnel to fill these positions is contained in memorandum from the Advisor for Management dated 22 June 1951.

Motor Pool Branch

Add:	Truck Driver (Tractor-Trailer Type)	UG-11	<input type="checkbox"/> each	X X -
	Heavy Truck Driver	UG-9	<input type="checkbox"/> each	X --

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One of the UG-11's and two of the UG-9 positions were authorized by memorandum dated 19 June 1951 (ER 1-8926) from the Assistant Deputy Director (General), subject: Interim Warehouse Facilities. The other positions will be required to man the additional truck equipment required to handle the increased tonnage of materials to be transported to ports of embarkation, increased amount of service to local and out-lying points, and the pickup and delivery service from and to various manufacturers' plants as required for security reasons. Further

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25X1

25X1

5X1

5X1

NO. FGS 8 REV CLASS & REV COORD.

25X1

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justification is contained in my memorandum to the Projects Review Committee dated 10 July 1951, copy attached, subject: Requirements for Additional Trucking Equipment.

3. REPRODUCTION DIVISION

"As a result of the recent decision regarding CIA printing, it is requested that the name of this Division be changed to "Printing and Reproduction Division" and that the T/O and organization be changed to appear as follows:"

PRINTING AND REPRODUCTION DIVISION

Chief	GS-14	each <input type="checkbox"/>	25X1 <input type="checkbox"/>
Assistant Chief	GS-13		
Administrative Assistant	GS-7		
Clerk	GS-3		

PRODUCTION AND CONTROL

Production Coordinator (Security Officer)	GS-12	each <input type="checkbox"/>	25X1 <input type="checkbox"/>
Control Clerk	GS-5		
Clerk	GS-3		

PHOTOGRAPHY BRANCH

Chief	GS-12	each <input type="checkbox"/>	ILLEGIB <input type="checkbox"/>
Assistant Chief	GS-11		

Microfilm Section

Head	GS-7	each <input type="checkbox"/>	ILLEGIB <input type="checkbox"/>
Microphotographer	GS-5		
(Microtronic) Operator	GS-4		
Processor Operator	GS-3		
Microphotographer	GS-3		
Photographic Aide	GS-2		

Graphic Photography Section

Head	GS-7	each <input type="checkbox"/>	ILLEGIB <input type="checkbox"/>
Photographer	GS-5		
Photographer	GS-4		
Photographer	GS-3		
Photographic Aide	GS-2		

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SECRETPhotocopying Section

Head	GS-5
Photographer	GS-4
Photostat Operator	GS-3
Photostat Ozalid Operator	GS-2
Bindery Helper (Trimmer)	UG-5

25X1

ILLEGIB

Camera and Layout Section

Head	GPO sched.	UG-28
Photographer	GPO sched.	UG-27
Negative Cutter	GPO sched.	UG-22

each	□
each	□
each	□

25X1

Color Section

Photographer (Color)	GPO sched.	UG-22
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each	□
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25X1

PLANT SERVICES BRANCH

Chief	GS-11
Clerk	GS-3

each	□
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ILLEGIB

Supply and Services Section

Property and Plate	Head Supply Clerk Supervisor	GS-9
	Maintenance Man	GS-7
	Grainer Operator	GPO sched. UG-10
	Messenger	UG-12 UG-13 CPC-5 3

each	□

25X1

Dissemination Section

Head	GS-7
Mail and File Clerk	GS-5
Clerk	GS-4
Addressograph Operator	GS-3
Graphotype Operator	GS-2

each	□

25X1

Bindery Section

Head	GPO sched.	UG-26
Bookbinder	GPO sched.	UG-24
Paper Cutter Operator		UG-26 14
Folding Machine Operator		UG-14 12
Bindery Worker	GPO sched.	UG-11

each	□

25X1

□

25X1

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PRINTING BRANCH

Chief	GS-12	each	25X1
Assistant Chief	GS-11		

Composition Section

Head	GPO Sched.	UG-27	each	X	25X1
Linotype Operator	" "	UG-25			
Compositor	" "	UG-25	each		
Copy Editor	" "	UG-25	each		
Illustrator		GS-6	each		
Variety Operator (Superv.)		GS-4	each		
Variety Operator		GS-3	each		
<i>Editorial Clerk (Proofreader)</i>		GS-3	each		

Printing Section

Head	GPO Sched.	UG-28	each	X	25X1
Offset Pressman	GPO Sched.	UG-27			
Offset Pressman		UG-25	each		
Letter Press Operator	GPO Sched.	UG-27	each		
Offset Press Operator		UG-16	each		
Offset Press Operator		UG-12	each		

Platemaking Section

Platemaker	GPO Sched.	UG-24	each		25X1
Platemaker (Deep Etch)		UG-15			

Photo-Engraving Section

Head	GPO Sched.	UG-30	each		25X1
Photo-Engraver	GPO Sched.	UG-29			

Duplicating Section

Head	UG-18	each	ILLEGIB
Offset Press Operator	UG-12		
Offset Press Operator	UG-9		
Mimeograph Operator	UG-5		

Total Printing and Reproduction
Division T/O - - - - -

[Redacted]	positions
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25X1

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~~SECRET~~**4. GENERAL SERVICES DIVISION****Records Management and Distribution Branch**

Please refer to my memorandum of 1 May 1951, which request remains the same as of this date, with the following exceptions:

Mail Control Section

Delete:	Courier	GS-5	
	Messenger	CPC-4	

25X1

It has been found that we can eliminate these [redacted] positions, and have therefore used these two slots to provide for the GS-11 Real Estate Officer in the Real Estate and Construction Division and the GS-11 Chief of the Travel Branch, Transportation Division.

25X1

When the above revisions are made in the existing T/O, the grand total of the Administrative Services Office T/O will be [redacted]. This, of course, is exclusive of the [redacted] Machine Records positions authorized in your memorandum of 7 June 1951 to be carried against Personnel Pool slots for the time being.

25X1

25X1

25X1

Attachments (Form 30-20)
(cc Memo to PRC 7-10-51)

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